

VOLUNTEER OPPORTUNITY

Terrorism Liaison Officer (TLO) Support

Position Open: Applications will be accepted until position(s) are filled

Position Title: Terrorism Liaison Officer Support Volunteer. (Phoenix)

Department/Division: Criminal Intelligence Division, Intelligence Bureau, Arizona Fusion Center.

Workplace Address: 16212 N. 28th Avenue, Phoenix, Arizona, 85053.

Number of Hours/Week: A minimum of 16 hours per month will be required

Days of Work Week: Flexible, Monday through Friday

Start/End Hours: 0800 – 1700 hours.

Position Description: Individuals are needed for creating and developing Excel or Access spreadsheets with raw information for tracking a wide array of public safety equipment.

Essential Functions:

1. Input raw information into an Excel or Access databases.
2. Maintain established equipment/document tracking databases
3. Deliver and pickup IGA documents from various Public Safety locations.
4. Review various types of grant documents for pertinent tracking information.

Qualifications: Experience in using Microsoft Access and/or Microsoft Excel spreadsheets. Maybe required to sit for extended periods of time creating spreadsheets, data validation and multiple database queries. Because of the Intelligence Bureau's complex working environment a minimum of 16 work hours per month shall be required. Ability to exercise sound judgment in safeguarding/disseminating confidential or sensitive information, perform detailed work with a high degree of accuracy and effectively communicate orally and in writing.

Application and Selection Process: Human Resources reserve's the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

Apply: Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Chuck Wright at 602-223-2058.